

# Washington State Telework Pilot Project





Washington State Department of Transportation

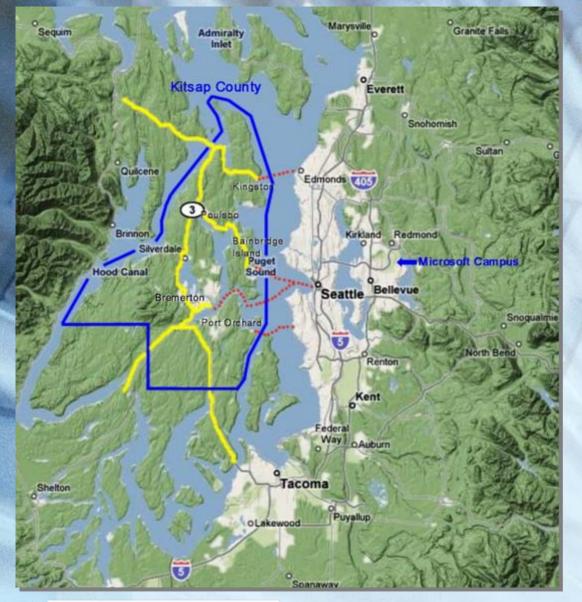


Washington State Commute Trip Reduction



Kitsap Regional Coordinating Council

www.KitsapRegionalCouncil.org/telework.html



## **Kitsap County**

## The Westside of Puget Sound

Population: 244,800 (6th highest in State) (Density 3rd highest)

**Workforce: 123,790** 

Home to Naval Base Kitsap & Puget Sound Naval Shipyard

100% high-speed internet accessible

Kit~Net: 120+ mile fiberoptic backbone

Source: Kitsap Economic
Development Alliance



www.KitsapRegionalCouncil.org/telework.html

## **Project Core**

**Deliverable:** A Telework Toolkit that any community, agency, company or other organization can use to implement a successful telework program.

## Methodology:

- Analyze existing telework programs & toolkits
- Build the pilot toolkit
- Conduct pilot test with organizations & teleworkers
- Revise toolkit based on pilot test results
- Finalize toolkit. Deliver to State Legislature July 1, 2009



#### Telework Toolkit Portal

This site is designed to serve two primary functions:

 It is a mockup of the final telework project product; a web site from which employers can both create and operate a telework



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## The Toolkit is a website, divided into 5 main pages

Employees
Organizations
Technology
Telework Centers
Resources



#### **Exploring the Telework Option**

Are you right for telework & is telework right for you?

- Benefits of telework
- Caution! Telework isn't for everyone



## The Employee Page

### **Exploring the telework option**

What employees need to know to decide if telework is right for them

#### A teleworkers manual

Advice & tools to help employees be successful teleworkers



#### **Exploring the Telework Option**

Determining if telework is right for your organization

- Benefits of telework for an organization
- Commute Trip Reduction & environmental goals



## **The Organization Page**

### **Exploring the telework option**

Determining if telework is right for the organization

Setting up a telework program

Running a telework program

**Evaluating a telework program** 



#### **Telework IT Best Practices**

- Security & Communications
- Hardware & Software
- Telephony



## The Technology Page

### **Telework IT best practices**

**Technologies** (security, connectivity, hardware, storage, collaboration software)

IT policies (equipment policy, data security, records retention, disaster recovery/COOP)

### **IT** support



#### **Policies**

- Telework Policy (pdf print version)
- Telework Policy (modifiable template)
- Equipment Policy (pdf print version)



## The Resources Page

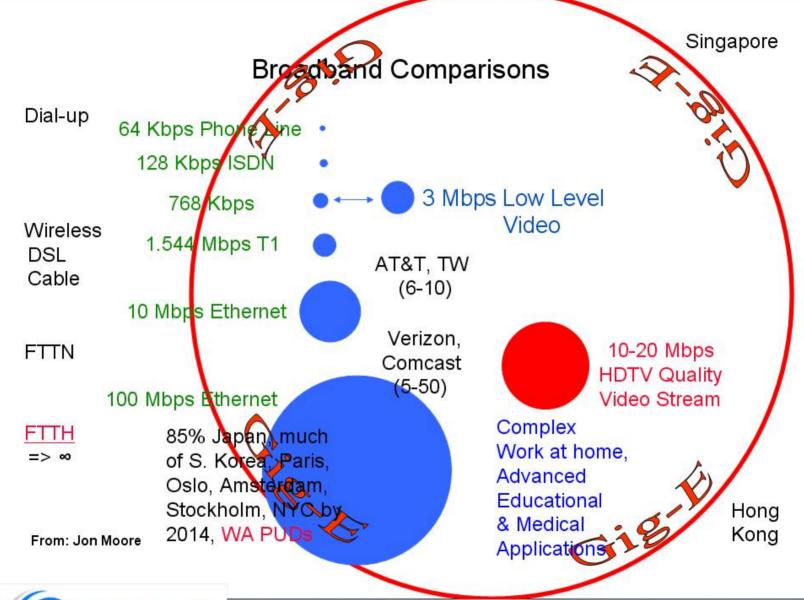
Policies (print versions and modifiable templates)

Forms (print versions and modifiable templates)

**Guides** 

**Useful links** 







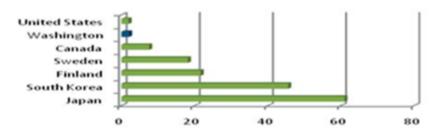
#### **Washington Internet Speed Test**

Location	Median Download Speed (megabits per second)
Japan	61.00
South Korea	45.60
Finland	21.70
Sweden	18.20
Canada	7.60
Washington	2.18
<b>United States</b>	1.97

International data from the Information Technology and Innovation Foundation. U.S. data from speedmatters.org test results. Most test participants had DSL or cable modem connections.

#### **Washington Quick Stats**

#### Median Download Speed (megabits per second)



The median upload speed in Washington is 362 kbps, about 7 times slower than in Japan.



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